



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

30 OCT 2002

ATZT-EOP-EO (600-20)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #5-02, Prevention of Sexual Harassment

1. PURPOSE. To establish policies and procedures for the prevention of sexual harassment.
2. GENERAL. Prevention of sexual harassment is the responsibility of every commander, director, manager, and supervisor. Everyone must be able to recognize sexual harassment, examine suspected violations, and take swift, fair, and effective action. There must be an atmosphere that is conducive to the presentation of complaints to the chain of command.
3. POLICY/PROCEDURES.
  - a. Sexual harassment is a form of sex discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
    - (1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or conditions of a person's job, pay or career; or
    - (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
    - (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.
  - b. It is each individual's responsibility to know what sexual harassment is, to never tolerate its occurrence, and to report any violations to the chain of command. I expect each soldier, sailor, marine, airman and civilian employee to help in the prevention of sexual harassment.
  - c. For military personnel, the post Equal Opportunity Office provides training classes on a weekly basis, concerning the Prevention of Sexual Harassment. Classes are held on Tuesdays at Dillard Hall, building 470, room 2223, 0800-0930. Training is mandatory for all newly arriving personnel in the ranks of private through colonel. Personnel will attend the training within 30 days after arrival.
  - d. For civilian personnel each employee is required to attend Prevention of Sexual Harassment (POSH) refresher training conducted by a certified trainer. Each commander, director, manager and supervisor is responsible for ensuring that all employees within their organizations attend this training. Training sessions should be coordinated with the civilian EEO Office.
  - e. The procedures for filing sexual harassment complaints are listed below:

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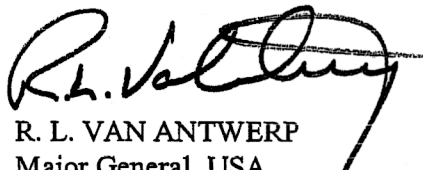
(1) Soldiers should follow the equal opportunity complaint procedures for unresolved complaints involving sexual harassment.

(2) Civilian employees should first raise the issue with their supervisor. If the problem is the supervisor, you should go to the next level supervisor. If the supervisor refuses to take the issue seriously, or fails to take action, a complaint of discrimination may be filed by following procedures outlined on poster 690-1, which is posted on employee bulletin boards, or by contacting the EEO Office.

f. I am totally committed to an environment free of sexual harassment, and direct every member of the chain of command to personally uphold the same commitment.

4. SUPERSESSION. This policy supersedes all previous command policies of the above subject.

5. PROPONENCY. The proponent for the prevention of sexual harassment policy is the Equal Opportunity Office, 6-0601.



R. L. VAN ANTWERP  
Major General, USA  
Commanding

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and Personal Staff Offices